

**CITY OF SCOTTSDALE
HISTORIC PRESERVATION PROGRAM**

APPLICATION INSTRUCTIONS & SUBMITTAL REQUIREMENTS
for
Certificate of No Effect & Certificate of Appropriateness

- A CERTIFICATE OF NO EFFECT may be issued by the Historic Preservation Officer for minor exterior work that does not materially affect the historic character of a property, and the proposed work is clearly in conformance with Historic Preservation Plan for the property.

- A CERTIFICATE OF APPROPRIATENESS must be approved by the Historic Preservation Commission for exterior work that may alter, diminish, eliminate, move or affect the historic or architectural character of a property in any way.

INITIAL SUBMITTAL REQUIREMENTS

_____ APPLICATION

_____ SITE PLANS (2 copies)

The site plan must be an accurate representation of the site features and include:

- An outline or “footprint” of all existing structures,
- An outline of the proposed additions, alterations or new structures with the location of window and door replacements or closures,
- Any structures or portions of existing buildings to be removed should be distinguished from those that are to remain.
- Location of any fences, walls or major landscape or site improvements.
- Property lines
- Location of adjoining streets or alleys
- Building dimensions for all proposed changes, additions and alterations
- Setback dimensions from all property lines
- Location of driveways and parking areas
- North arrow and scale of drawings

_____ ELEVATION DRAWINGS (2 copies)

Elevations are line drawings which show the exterior elements of a single building side. Submittals need not be detailed working drawings but must adequately represent materials and the appearance of both existing and proposed work. These drawings are used to assess the compatibility of proposed changes. Elevations should include:

- Location and size of all openings in the exterior walls: i.e. windows, exterior doors, archways

At the time of filing an application with plans and drawings, a determination will be made if the proposed work is eligible for a CERTIFICATE OF NO EFFECT or if a CERTIFICATE OF APPROPRIATENESS is required.



Certificate of No Effect or Certificate of Appropriateness

Application Form

RE: PROPERTIES ZONED HP-HISTORIC PROPERTY, INCLUDING HOMES IN HISTORIC DISTRICTS

Property Location:

District or Property Historic Name: _____

Zoning: _____ Parcel Number: _____ - _____ - _____ Quarter Section: _____

Owner Name: _____

Owner Address: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Applicant Name (if owner representative): _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Description of work:

I declare that all information submitted is true and accurate to the best of my knowledge. I acknowledge that any error in my application may be cause for delay in scheduling.

Signature

Date

Scottsdale Historic Preservation Program

7506 E Indian School Rd, Scottsdale, AZ 85251 ♦ Phone: 480-312-2523 ♦ Fax: 480-312-7088

HISTORIC PRESERVATION OFFICER DETERMINATION/CERTIFICATE OF NO EFFECT☐ **DOCUMENTATION INCOMPLETE, ADDITIONAL INFORMATION REQUIRED PRIOR TO ANY APPROVAL**

DATE: _____

CERTIFICATE OF NO EFFECT:

The HPO will make findings per ordinance Section 6.122.D, and determine if:

1. The proposed work is minor and clearly within the adopted Historic Preservation Plan, and
2. Any modifications to the proposed work requested by the HPO are agreed to by the owner/applicant
3. The proposed work will not diminish, eliminate, or adversely affect the historic character of the subject property or the HP District.

☐ APPROVED ☐ APPROVED WITH STIPULATIONS (SEE ATTACHED)

Signature: _____ Date: _____

☐ CERTIFICATE OF APPROPRIATENESS REQUIRED BECAUSE: _____

Signature: _____ Date: _____

CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS BY HPC:

Hearing Date: _____

The HPC will make findings per ordinance Section 6.122.G, and determine if the application is consistent with the Historic Preservation Plan for the resource.

☐ APPROVED ☐ APPROVED WITH STIPULATIONS (SEE ATTACHED) ☐ DENIED

Signature: _____ Date: _____

APPEALS

Appeal Historic Preservation Commission Decision to City Council

Appeal Received: _____ CC Hearing: _____ CC Decision: _____

CERTIFICATE OF APPROPRIATENESS BY COUNCIL
☐ APPROVED ☐ APPROVED WITH STIPULATIONS (SEE ATTACHED) ☐ DENIED

Signature: _____ Date: _____

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